

**MASSACHUSETTS NATIONAL GUARD  
FULL-TIME MILITARY TOUR (AGR)  
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCE OFFICE  
50 MAPLE STREET  
MILFORD, MA 01757-3604**

**NUMBER: FY06-31 (AGR)**

**EXPIRES: 25 SEP 06**

**DATED: 11 SEP**

- 1. ELIGIBILITY:** Applications are currently being accepted for the following position in the Massachusetts Army National Guard (MAARNG) under the provisions of 10 United States Code (USC) 681, Title 32 Section 502. This job is open to ALL ENLISTED SOLDIERS IN THE MAARNG OR ELIGIBLE FOR ENLISTMENT IN THE MAARNG. The Personnel Automated Records Center (PARC) will accept applications until 1630hrs, 25 September 2006

<b>Position:</b> Training NCO	<b>Location:</b> Co C 20 <sup>th</sup> SFG, 1505 Roosevelt Avenue, Springfield, MA 01109
<b>Max Grade:</b> SSG/E6 <b>Min Grade:</b> SGT/E5	<b>MOS/AOC:</b> 18 Series
<b>Unit POC:</b> SFC Kennedy (508) 233-7942	<b>AGR Branch POC:</b> SFC Alberico (508) 233-6785
<b>Salary:</b> Full-time Military Pay & Allowances based on rank and time in service	<b>Website:</b> <a href="http://www.mass.gov/guard">http://www.mass.gov/guard</a>

**Contingent upon availability of funding**

**2. REQUIREMENTS.**

- a. Individual selected will be militarily assigned to the unit and will be placed in the required duty position.
- b. Individual must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
- c. **Staff Sergeant, or above, must possess the required grade and MOS level, authorized for the AGR duty position**
- d. To enter into the AGR Title 10/32 Program, a Chapter 3 examination will be completed in accordance with AR 40-501, within 24 months prior to first day of an active duty tour. This examination is to be accomplished at an Active Army MEDDAC, MED CEN, or MEPS; if the examination is older than six months but less than 24 months, a DA Form 7349 (Initial Medical Review/Annual Medical Certificate) with review by the State/Territory surgeon or Health Care Provider Designee (physician, physician assistant or nurse practitioner) will be accomplished within 60 days prior to the first day of duty to assure that Chapter 3 standards continue to be met.
- e. Human Immune Deficiency Virus (HIV) testing for all soldiers will be accomplished within six months prior to initial entry.
- f. This announcement is closed to female soldiers.
- g. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).
- h. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three year tour of duty or must be willing to extend.
- i. Individuals entering into their initial AGR Tour must be able to serve at least three years in an active military status IAW AR 135-18, chapter 2, table 2-1, rule D, prior to completing 18 years of Active Service (AS).

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j. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with a different Support Personnel Manning Document (SPMD) position, defined as a SPMD position with a different position number.

k. Applicants must possess a state driver's license and be qualified to operate military vehicles which are organic to the unit.

### **3. APPLICATION PROCEDURES:**

a. All applicants will submit:

- (1) A copy of this announcement.
- (2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
- (3) Photocopy of the most current DA Form 705 (APFT Score Card).
- (4) DA photo in Class A uniform taken within the past 12 months (a Polaroid type photo in Class A uniform is not acceptable).
- (5) Statement from the commander/supervisor stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.
- (6) Must furnish a copy of his/her SF Forms 88 & 93 or 2807 & 2808 (Report of Medical Exam & Report of Medical History). To request these forms, soldier will submit a DA Form 543-R (Request for Records) to the MAARNG Medical Command by Fax (781) 377-1088; please include a return fax number (there is a 5 to 7 day turn-around for the request). NO WALK-INS AUTHORIZED.

b. All applicants will forward the above paperwork to JFHQ, MAARNG, ATTN: JFHQ-J1-PAR, 50 Maple Street, Milford, MA 01757-3604 or schedule an appointment with Customer Service: (508-233-6772). Personnel Automated Record Center (PARC) attaches:

- (1) Certified copy of DA Form 2-1.
- (2) Copy of Retirement Point Accounting Management (RPAM) NGB Form 23B.
- (3) DD Form 214s and NGB Form 22s.
- (4) Copy of last five Non Commissioned Officers Evaluation Reports (NCOER) (if applicable).

c. PARC then forwards the completed packet to HRO/AGR Branch. The President of the Board will contact qualified applicants for an interview. All applicants will be notified in writing within 30 days after the selection board.

d. Missing documents require a letter from the individual stating reason or the packet will be returned without action.

e. Any falsification of the eligibility requirements will result in non-consideration for selection, or if selected, individual will be released from the AGR program.

**. NOTE: Any documentation missing requires a letter regarding circumstances enclosed in the application packet**

**4. JOB DESCRIPTION:**

- a. Assists in carrying out the plans and programs established by the Chain of Command for the accomplishment of the of the unit mobilization/training objectives and missions. Functions as the unit technical advisor for all training items.
- b.. Drafts from Command Guidance training schedules, yearly training calendars, and other training management items to insure compliance with directives and publications of higher headquarters.
- c.. Maintains the unit training files and libraries pertaining to training
- d.. Responsible for the management of the unit learning center to include associated equipment and material. Plans and submits requisition for training aids, film, and other requirements to support training.
- e. Prepares and submits requests for training areas and ranges. Coordinates with appropriate section, requests for vehicles, equipment, fuel, and other required resources.
- f. Prepares training charts, schematics and graphs as required
- g. Coordinates closely with the Commander and the Company Sergeant Major in developing, implementing monitoring and evaluating the unit's Individual Training Programs, training records and the Non-Commissioned Officer Development Program IAW ATMS Guidance/Standards.
- h. Manages the unit Individual Training Evaluation Program (ITEP). Provides advice and assistance to first line supervisors for the implementation and conduct of the Supervised On-The-Job-Training (SOJT) programs.
- i. Assist the init SGM and Company Operations Sergeant with SQT/CTT program and testing.
- j. In coordination with the unit Operations Sergeant and the Company Supply Sergeant assists in the preparation of the Unit Status Report and other training related reports required by higher headquarters.
- k. Serves as unit ammunition manager. Coordinates ammunition requirements through logistical channels and the ammunition manager at higher headquarters.
- l. Prepares NGB 64's, NGB 102-10's, DD 1610's and other forms for training events of the unit.
- m. Completes cross training by becoming familiar with and occasionally performing duties of other full time support personnel assigned to the unit.
- n. Performs other duties as assigned.
- o. Applicant must successfully complete Special Forces Assessment and Selection within one year of date of hire and be MOS qualified within two years of hire.**